

## Forwarding Merit Email

Messages sent to Merit email accounts can be set up to forward automatically to other email accounts.

The Merit account is the primary point of contact to your jurisdiction for voters using the [Michigan Voter Information Center](#) and by the Bureau of Elections. It is extremely important that the emails are read in a timely manner. Therefore, after completing these steps, send a test email to your Merit email address to ensure the emails are being forwarded correctly. Also, be sure to update this information as staff changes.

To setup automatic forwarding, login to Merit email:

1. Click **Preferences**
2. Click **Mail**
3. Scroll down to **Receiving Messages** and enter the email addresses you would like messages to be sent to in the **Forward a copy to:** box. If sending to more than one address, separate the addresses with a semi-colon
4. Click **Save**

Finally, send an email message to your Merit account to verify it is forwarding to everyone properly.

